



THE PRE-SURVEY VISIT REPORT

The Pre-survey Visit Report (PVR) is a collection of documents and forms submitted by the program administrator that respond to the requirements contained in Chapter 4723-5 of the Ohio Administrative Code (OAC). The PVR and proposed survey agenda are to be submitted at least three weeks prior to an announced Board survey visit. The Education Regulatory Surveyor uses the PVR to verify program compliance with the requirements set forth in Chapter 4723-5, OAC. **Submission of a PVR by the established date is required by paragraph (C) of Rule 4723-5-06, OAC, and is not optional.**

The PVR is to be submitted in both hardcopy (1) and electronic format. The electronic PVR must be submitted on a CD-ROM or USB Flash Drive. Only the following formats will be accepted concerning the materials submitted on CD-ROM and USB Flash Drive:

- Microsoft Excel (.xls) documents must use the standard extension.
- Adobe Documents must be standard PDF format. If possible, they should be backwards compatible to Adobe 6, but this is not required.
- CD-Rs and DVD-Rs should be burned as standard data media (Standard HFS Plus/ISO 9660).

Do not send documents formatted as Corel Office (Word Perfect, Paradox); Microsoft Works; or Apple iWork.

The PVR is to be divided into Part I and Part II. The use of an “Appendices” section is optional and may be utilized for ease of referencing specific documents.

Part I includes:

- **Form A**, a one-page face sheet that summarizes general current information about the nursing education program.
- **Form B**, a questionnaire specific to the rules contained in Chapter 4723-5, OAC, requires the program administrator to indicate compliance or non-compliance with the identified rule. This form is to be completed and signed by the program administrator. Additional information or materials may be referenced using appendices.

Part II: Is a table of content that lists each standard required by Chapter 4723-5, OAC, and contains the materials and information that are being submitted to the Board addressing each requirement. In addition, Part II identifies the materials or information that are not documented in the PVR (such as student and faculty records), that will be available on site for the Education Regulatory Surveyor’s inspection. **Form C**, is to be completed and included in Part II. It is a crosswalk to inform the surveyors of the course in which the specific curriculum content is contained.

The two parts along with the appendices, if utilized, should be saved under separate files on the CD, e.g., Part I, Part II, and Appendices. Check CDs for readability before submission to guard against corruption. The CD should be properly labeled with the program name.

You are also required to submit one (1) hardcopy of the completed, bound, PVR. Do not insert pages into plastic sleeves. Appropriate binding methods for the PVR include three-ring binders, print-shop type binding, or any other type of binding readily available. Paper clips, rubber bands and bundles of stapled documents are not suitable. Please prepare the PVR in such a way that the Education Regulatory Surveyor will have a minimum of difficulty locating evidence that the program is meeting the requirements set forth in Chapter 4723-5, OAC.

The PVR will be maintained by the Board in accordance with the Board’s record retention schedule.

Survey Visit Agenda

A proposed agenda of the survey is to be included with the PVR. A routine survey visit will take up to 2 days. The Education Regulatory Surveyor(s) will need to meet with students, faculty, program administrator and a representative of the controlling agency, tour the program’s facilities, and review program records. A “sample” agenda is included below as a guide but may be amended as needed. *Please note: the clinical site visits are no longer a part of a survey visit.*

SAMPLE AGENDA

Day One

8:00 am – 9 am as agreed prior to survey	Arrival
	Meeting with Nursing Program Administrator. <i>30 minutes</i> (Provide current student and graduate lists to surveyor during this meeting)
	Meet with Representative of Controlling Agency to whom the program administrator reports <i>(brief, approximately 15 minutes)</i>
	Tour Skills Lab <i>(approximately 15 minutes)</i>
	Record Review (student and graduate files will be requested at this time, please plan to make them promptly available.)
	Meeting with students - all levels of the program, all students should be invited <i>(approximately 30 minutes)</i>
	Meeting with faculty and teaching assistants <i>(approximately 30 minutes)</i>
	Record Review

Day Two (as applicable)

8:00 am – 8:30 as agreed	Record Review
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11:30 am	Exit conference with Program Administrator. This is a general discussion of the preliminary concerns. <i>(approximately 30 minutes)</i>
12:00 pm	Optional exit conference with others selected by the Program Administrator. <i>(This is a courtesy conference held at the discretion of the surveyor, depending on time constraints).</i>

* Please contact the Education Regulatory Surveyor to discuss the schedule for programs with two or more locations.